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Report For Week Ending 23 July 1957
From
Records Center

During this week the following accessions were made:

PERS	12 Cu. Ft.
OL	4 " "
OO	4 " "
COMPT	1 " "
ORR	3 " "
Sub-Total:	<hr/> 24 Cu. Ft.
Finished Intelligence	40 " "
Total:	<hr/> 64 Cu. Ft.

Map Negatives	655 Cu. Ft.
Records Holdings	22,916 " "
Distribution Material Holdings	10,509 " "
Total:	<hr/> 34,080 Cu. Ft.

Distribution Material Disposed of at Center	9 Cu. Ft.
Distribution Material Transferred from Center	7 " "
Records Disposed of at Center	42 " "
Records Transferred from Center	18 " "
Total:	<hr/> 76 Cu. Ft.

Reference

The inventorying of Supplemental material is continuing. At the present time a survey is being made on FDD material in order to establish retention and disposal periods.

Disposal

The Center has over 200 cubic feet of material in the disposal area for destruction. If support is available from this material will be transferred to the D.C. Incinerator this week.

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General

The Center was visited during the past week by many Agency personnel who were participating in the Operation Alert. It is hoped that our records program will be advanced due to these visits.

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Chief, Records Center

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The following figures indicate the space utilization by operating component within the Center:

<u>Operating Component</u>	<u>Available</u>	<u>Utilized</u>	<u>Total</u>
Supplemental Distribution	1,949	9,961	11,910
DD/P	1,930	6,800	8,730
DD/S	287	7,573	7,860
DD/S (Compt.Grilled Area)	109	371	480
DD/I	134	6,676	6,810
DD/I (Grilled Area)	1,539	2,241	3,780
DCI	37	23	60
Map Negative	<u>605</u>	<u>985</u>	<u>1,590</u>
 TOTAL:	 6,590	 34,630	 41,220

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